

INTRODUCTION

PURPOSE: Executive Order 13163 was issued to increase employment opportunities for individuals with disabilities in the Federal government. The purpose of this plan is to establish a program in FinCEN for identifying employment opportunities for individuals with disabilities and ensuring that the necessary steps to recruit, hire, and retain them are taken. The Plan is designed to maximize opportunities for qualified individuals with disabilities within FinCEN.

AUTHORITY: Executive Order 13163, *Increasing the Number of Individuals with Disabilities Employed in the Federal Government*, issued July 26, 2000

Executive Order 13164, *Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation*, issued July 26, 2000

President's Memorandum, *Employing People with Significant Disabilities to Fill Federal Agency Jobs that can be Performed at Alternate Work Sites, Including the Home*, July 26, 2000

Office of Personnel Management's Memorandum, *Executive Order on Increasing the Opportunities for Individuals with Disabilities to be Employed in the Federal Government*, July 26, 2000

Equal Employment Opportunity Management Directive 713, *Affirmative Action for Hiring, Placement, and Advancement of Individuals with Handicaps*, dated October 6, 1987

SCOPE: This plan covers FinCEN employees with disabilities hired after October 1, 2000.

The provisions of this plan supplement the Equal Employment Opportunity Commission's Management Directive (MD) 713, but does not replace it. MD 713 remains in effect.

DEFINITIONS

Accessible: Easy to approach, enter, operate, participate in, or use safely, independently and with dignity by a person with a disability (i.e., site, facility, work environment, service or program).

Disability: An impairment that substantially limits one or more of the major life activities.

Individual with a Disability: A person who has a physical or mental impairment that substantially limits one or more of that person's major life activities, has a record of such impairment, or who is regarded as having such an impairment. Disability data will be collected through Standard Form (SF) 256, Self-Identification of Handicap.

Major Life Activity: Basic activities that the average person in the general population can perform with little or no difficulty, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Qualified Individual with a Disability: An individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

Reasonable Accommodation: An adjustment or alteration that enables a qualified person with a disability to apply for a job, perform job duties, or enjoy benefits and privileges of employment. FinCEN shall make reasonable accommodations for qualified individuals with disabilities unless doing so would pose an undue hardship.

Targeted Disability: Disabilities "targeted" for emphasis in affirmative action planning. These are: deafness, blindness, missing extremities, partial paralysis, complete paralysis, convulsive disorders, mental retardation, mental illness, and genetic or physical conditions affecting limbs and/or spine.

Undue Hardship: An action requiring significant difficulty or expense when considered in light of factors such as the agency's size, financial resources, and

the nature and structure of the position. This concept is related to agency efforts to make reasonable accommodations for qualified individuals with disabilities. See EEOC's Enforcement Guidance on Reasonable Accommodation dated March 1, 1999. The Job Accommodation Network (JAN) operated by the President's Committee on the Employment of People with Disabilities (PCEPD) is an excellent technical assistance resource in the area of reasonable accommodation.

I. PROJECTED FIVE-YEAR HIRING PLAN

GOAL: To increase the number of qualified FinCEN individuals with disabilities hired over the next five years.

STRATEGIES

- FinCEN is committed to improving employment opportunities for people with disabilities across all career fields and grade levels. FinCEN will establish a hiring goal of 16 qualified disabled individuals over the next five years, with special emphasis on individuals with targeted disabilities. This goal refers to **new hires** to the Federal Government.
- FinCEN shall target the occupations and grade levels listed in Appendix (1) to this plan.

II. RECRUITMENT AND PLACEMENT

GOAL: To recruit widely for positions at all levels in FinCEN and overcome barriers to the employment of individuals with disabilities

STRATEGIES

RECRUITMENT FLEXIBILITIES

- FinCEN will use every appropriate flexibility such as alternative work schedules, flexiplace and job sharing. Additional human resource flexibilities are described in *Federal Personnel System Flexibilities: HR Desk Reference Guide*, and *Federal Personnel System Flexibilities: Manager's Guide*, issued April 1999. Employment information and recruitment materials will be reviewed and updated to ensure access to information for people with disabilities. Such materials will be made available in alternate formats such as large print, audiocassette, Braille, computer disk, and accessible Internet sites. Information posted on FinCEN's Internet site will be reviewed for screen-reader compatibility.

Responsible Office: Office of Management
Equal Opportunity & Diversity
Office Information Technology

Target Date: Ongoing (with annual progress report)

- FinCEN will utilize part-time employment opportunities to accommodate employees with disabilities.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Ongoing (with annual progress report)

- FinCEN will consider recruiting from external sources (e.g., State Vocational Rehabilitation Agencies, Business Leadership Network, etc.) when filling positions, including those in the managerial and supervisory positions at grades GS-13 to 15, in order to attract candidates with disabilities from outside the Federal government. When filling targeted positions, FinCEN will routinely recruit from sources that allow individuals with disabilities to apply.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Ongoing (with annual progress report)

- Monitor the use of the competitive process and special appointing authorities (e.g., Career Intern Program, Outstanding Scholar Program) used in recruiting and hiring of persons with disabilities to ensure that all available mechanisms are being fully utilized.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Annually

- Evaluate the results of recruitment and hiring efforts, including promotions and participation in career opportunities, to ensure that individuals with disabilities are being given full consideration in the process, and take appropriate action.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Annually

- Conduct workforce analysis. Where representation of employees with disabilities is low, undertake special educational and outreach efforts to expand the use of all hiring tools, including the special appointing authorities listed in Appendix 2 to increase representation rates.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Annually

SPECIAL APPOINTING AUTHORITIES

- FinCEN will continue to take advantage of and report on their use of the special appointing authorities listed in Appendix 2 when employing people with disabilities.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Ongoing (with annual progress report)

OUTREACH

- FinCEN will use a variety of resources and networks to remove barriers to employment and assist in actively recruiting people with disabilities. These resources and networks, which are described in more detail in Appendix 3, should include, but are not limited to the following:
 - Job Accommodation Network (JAN)—a confidential service that allows any manager or employee to receive individualized information on his/her accommodation issue.
 - Workforce Recruitment Program for College Students with Disabilities (WRP)—a resource managed by the President’s Committee on Employment of People with Disabilities and the Department of Defense to connect public or private sector employers nationwide with highly-motivated post-secondary students and recent graduates with disabilities.
 - Project ABLE (Able Beneficiaries’ Link to Employers)—a national resume bank that provides any employer an easily-accessible applicant pool of qualified job-ready individuals.
 - State Vocational Rehabilitation Agencies (SVRAs) and the U.S. Department of Veterans Affairs (VA)—potential recruitment resources that

provide counseling, evaluation, training and other services to individuals with disabilities, including disabled veterans.

- Department of Defense's Computer/Electronic Accommodations Program (CAP)—an extensive resource directory to help accommodate individuals with disabilities.
- Business Leadership Network (BLNN)—directly addresses the need expressed by employers for accurate information about hiring job candidates with disabilities and for access to qualified applicants with disabilities.
- Project EMPLOY—seeks to unlock the underutilized potential of individuals with cognitive disabilities and open doors of opportunity for them.
- OPM web site (<http://www.opm.gov/disabilities>)—serves as a valuable resource for employees, job candidates, managers, and Human Resources professionals and provides the latest information on employment of people with disabilities in the Federal government, links to job listings, information on reasonable accommodation, health-related issues and other topics.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Ongoing (with annual progress report)

- FinCEN will use observances such as Disability Employment Awareness Month (October) to highlight and educate employees and managers on issues related to hiring, accommodating, developing, and retaining employees with disabilities.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Oct. 31 annually

TRAINING

- Establish policy to ensure that disability awareness training is provided to supervisors, managers, human resource and equal opportunity employment officials, mentors and coaches. At a minimum, the training shall include disability culture awareness, eliminating attitudinal barriers, communication between disability and non-disability communities, and transforming organizations to accommodate cultural differences.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: September 30, 2001

- Incorporate issues related to the employment, development, retention and accommodation of people with disabilities in supervisory and managerial training curriculum.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Ongoing (with annual progress report)

INFORMATION SHARING

- Issue Agency policy and all employee memoranda to communicate and affirm the FinCEN's commitment to increasing the number of individuals with disabilities in the Agency and to foster a disability friendly workplace.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Annually

- Periodically publicize to all employees efforts accomplished or underway to increase the number of people with disabilities in the Agency.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Annually

- Enhance Agency web sites to include information on recruiting, developing, retaining and accommodating individuals with disabilities.

Responsible Office: Office of Management
Equal Opportunity & Diversity
Office of Information Technology

Target Date: Ongoing (with annual progress report)

TECHNOLOGY

Action: Explore the use of and implement new technologies to facilitate the recruitment of individuals with disabilities. Implement systems to ensure the sharing of information on innovative technologies discovered. Examples of some strategies already identified available include:

- using accessible external mail and facsimiles;
- using Job Information Kiosk linked to OPM's Federal Job Information Center (FJIC) to make job information readily available;
- posting vacancy announcements on OPM's Federal Job On-line Listing system and bureau web sites, and determining if local social services and employment organizations have access; and
- using intranet, internet, and e-mail to quickly disseminate information.

Responsible Office: Office of Management
Equal Opportunity & Diversity
Office Information Technology

Target Date: Ongoing (with annual progress report)

III. EMPLOYMENT OPPORTUNITIES FOR STUDENTS

GOAL: To provide opportunities for students with disabilities to participate in internship and student employment programs.

STRATEGIES

- Expand use of and tailor the Student Educational Employment Program—Student Temporary Employment Program (STEP) and Student Career Experience Program (SCEP)—and the Presidential Management Intern Program to attract students with disabilities.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Ongoing (with annual progress report)

- Promote and expand use of the Workforce Recruitment Program for College Students with Disabilities (WRP).

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Ongoing (with annual progress report)

- Improve outreach efforts through campus visits and partnerships both with the career placement offices and the campus organizations and other networks providing services to students with disabilities. Target professional organizations and publications serving the interests of people with disabilities.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Ongoing (with annual progress report)

- Identify and participate in special recruitment venues like job fairs, expos, conferences, college recruiting initiatives and other events to advertise the agency's interest in recruiting diverse pools of qualified candidates, including those with disabilities.

Responsible Office: Office of Management
Equal Opportunity & Diversity
All FinCEN Offices

Target Date: Ongoing (with annual progress report)

IV. CAREER DEVELOPMENT

GOAL: To give full consideration to employees with disabilities for inclusion in developmental opportunities designed to enhance their leadership skills and their careers and to overcome barriers to the advancement of employees with disabilities.

STRATEGIES

- Monitor and evaluate career development and related programs to ensure that no barriers exist for individuals with disabilities. Use targeted recruitment to broaden the pool of candidates for these programs and include as part of that effort employees with disabilities and organizations that represent their interests.

Responsible Office: Office of Management
Equal Opportunity & Diversity
All FinCEN Offices

Target Date: Ongoing (with annual progress reports)

- Monitor and evaluate use of developmental tools at their disposal to assist employees with disabilities to meet their maximum potential. Available tools include, but are not limited to the following:
 - **Mentoring Programs.** When possible, employees will be matched with mentors having job experiences similar to the jobs to which the new hire is assigned. Ideally, these mentors will also serve as a coach or on-the-job instructor, role model, personal advisor, and confidant. Mentors will be trained to share developmental advice, provide performance feedback, and communicate information about human resource policies that relate to development and retention issues. Mentors will also receive training about organizational and local support mechanisms (human resource and equal employment opportunity offices, career centers, health units, employee assistance program offices, etc.).
 - **Developmental Details and Reassignments.** In order to fully utilize the knowledge, skills, and abilities of employees with disabilities, details and reassignments can be used as a means of providing on-the-job training that will enhance promotion opportunities.
 - **Networking.** Employees with disabilities should be included in both formal work groups and informal employee gatherings. All organization events must be arranged in accessible facilities and must provide for

transportation and other necessary accommodations for staff with disabilities.

Responsible Office: Office of Management
Equal Opportunity & Diversity
All FinCEN Offices

Target Date: Ongoing (with annual progress reports)

- Implement systems to ensure that employees with disabilities are made aware of, and have an equal opportunity to compete for, managerial and executive training or other career development opportunities.

Responsible Office: Office of Management
Equal Opportunity & Diversity
All FinCEN Offices

Target Date: On-going (with annual progress reports)

- Implement systems to ensure that:
 - Classes are held in accessible facilities
 - Effective communication is provided as necessary:
 - ✓ materials are available in electronic format, large print, Braille, or audio cassette, for persons with vision impairments;
 - ✓ trained note-takers and qualified sign language interpreters or computer-assisted real-time transcription services are provided for persons who are deaf or hard of hearing;
 - ✓ assistive listening systems and devices are provided for persons who are hard of hearing; and
 - ✓ other appropriate reasonable accommodations are made.

Responsible Office: Office of Management
Equal Opportunity & Diversity
All FinCEN Offices

Target Date: September 30, 2001

REASONABLE ACCOMMODATION

GOAL: To ensure that the FinCEN provides reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship.

STRATEGIES

- Develop and publish policy and procedures regarding the provision of reasonable accommodation as applied to all aspects of employment, including recruitment, career development, and career advancement.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: September 28, 2001

- Establish written policy and procedures for processing requests for reasonable accommodation.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: September 28, 2001

- Ensure that reasonable accommodation policies and provisions are incorporated into existing training for executives, supervisors and managers, as well as for those connected with agency hiring and EEO processes.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: September 28, 2001

- Conduct facility surveys, identify barriers, and establish plans, timetables and priorities for barrier removal.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Annually

IV. MONITORING AND EVALUATING PROGRESS

GOAL: To collect and maintain data to monitor FinCEN's success in achieving the goals of this plan.

STRATEGIES

- FinCEN shall develop a plan to implement the goals and objectives of the Department's Plan for Employment of Individuals with Disabilities. The plan shall include a chart showing the bureau's projected five-year hiring estimates by title, series, grade range and projected number of positions for each number of positions.

Responsible Office: Office Information Technology
Office of Management
Equal Opportunity & Diversity

Target Date: July 15, 2001

- Publish the plan on FinCEN's web site.

Responsible Office: Office Information Technology
Equal Opportunity & Diversity

Target Date: September 15, 2001

- FinCEN will report on its accomplishments and submit plan updates to address Department-wide objectives defined in the Department's plan. Reports shall include an analysis of workforce data, especially elements concerning workforce composition, and efforts and successes of the bureaus in hiring individuals with disabilities. Reports should cover all hiring authorities, appointment types (e.g., student, part-time, temporary, seasonal, permanent, intermittent, etc.), and all disabilities listed on OPM Standard Form (SF-256), Self-Identification of Handicap.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Annually

- Provide a mechanism to recognize , managers and supervisors whose recruiting, hiring, and promoting efforts of individuals with disabilities are commendable.

Responsible Office: Office of Management
Equal Opportunity & Diversity

Target Date: Ongoing (with annual progress report)

APPENDIX 1

FIVE-YEAR PROJECTED HIRING PLAN

The President's Executive Order challenges the Federal government to hire 100,000 people with disabilities over the next five years. The Department is enthusiastic in supporting the President's goal. Workforce demographics indicate many current employees will become eligible to retire within the next five years. Individual employees' decisions to retire may result in somewhat greater turnover at the Department than in the past. In any case, the Department is committed to improving employment opportunities for people with disabilities across all career fields and grade levels.

In support of The Department's efforts, FinCEN will attempt to hire 16 individuals with disabilities over the next five years.¹ This would represent an 8 percent increase over the current representation of disabled individuals in our workforce. The following series having the greatest potential for placement opportunities:

GS-132, Intelligence Research Specialist, GS-5 through 13

GS-334- Computer Specialist, GS-5 through 13

GS-301- Program Management , GS-5 through 13

¹ Hiring trends will be closely monitored to ensure FinCEN meets its hiring objective. On an annual basis FinCEN will evaluate its progress in meeting the hiring goals, update the goals to reflect the latest recruitment trends, and expand the goals to accommodate additional positions.

APPENDIX 2

SPECIAL APPOINTING AUTHORITIES

The Department and its bureaus will continue to take advantage of the special authorities available when employing people with disabilities. These special appointing authorities include:

- **Schedule A, 5 CFR 213.3102(ii) for hiring readers, interpreters, and personal assistants.** This excepted authority is used to appoint readers, interpreters, and personal assistants for employees with severe disabilities.
- **Schedule A, 5 CFR 213.3102(t) for hiring people with mental retardation.** This excepted authority is used to appoint persons with cognitive disabilities (mental retardation). They may qualify for conversion to permanent status after two years of satisfactory service.
- **Schedule A, 5 CFR 213.3102(u) for hiring people with severe physical disabilities.** This excepted authority is used to appoint persons with severe physical disabilities who have demonstrated satisfactory performance through a temporary appointment, or have been certified as likely to succeed in performing the duties of the job. After two years of satisfactory service, they may qualify for conversion to permanent status.
- **Schedule A, 5 CFR 213.3102(gg) for hiring people with psychiatric disabilities.** This excepted authority is used to appoint persons who have demonstrated their ability to perform satisfactorily under a temporary appointment or who are certified as likely to be able to perform the essential functions of the job, with or without reasonable accommodation. Upon completion of two years of satisfactory service under this authority, the employee can be converted to competitive status.
- **5 CFR 315.604 for hiring disabled veterans enrolled in a VA training program.** This authority is used to hire veterans with disabilities who are eligible for training under the VA vocational rehabilitation program (38 U.S.C. chapter 31). The veterans may enroll for training or work experience at an agency under the terms of an agreement between the agency and VA. While enrolled in the VA program the veterans are not Federal employees for most purposes, but are beneficiaries of the VA. Upon successful completion, the host agency and VA give the veterans Certificates of Training showing the occupational series and grade levels of the positions for which trained. The Certificates of Training allows any agency to appoint the veterans non-competitively under a status quo appointment that may be converted to permanent status at any time.

- **5 CFR 316.201(b) for hiring worker-trainees for programs such as the Welfare to Work program.** On March 8, 1997, the President directed Federal agencies to expand the use of the worker-trainee authority, under TAPER (temporary appointment pending establishment of a register) and other excepted service hiring authorities to appoint welfare recipients to entry-level positions. Accordingly, the worker-trainee authority may be used as an additional tool to increase employment opportunities for people with disabilities under the Welfare to Work program.
- **5 CFR 316.302(b)(4) and 5 CFR 315.402(b)(4) for hiring 30 percent or more disabled veterans.** These authorities are used to hire veterans who are 30 percent or more disabled under temporary appointments of more than 60 days, or term appointments. The veterans must have retired from active military service with a 30 percent or more disability rating, or be rated by the VA within the preceding year as having a compensable service-connected disability of 30 percent or more. They may be converted to permanent status at any time during the appointment.

APPENDIX 3

RESOURCES AND NETWORKS

- **Job Accommodation Network (JAN).** JAN provides expert accommodation information before, during, and after the recruitment process. It is a confidential service that allows any manager or employee to receive individualized information on his/her accommodation issue. It is run by the President's Committee on Employment of People with Disabilities (PCEPD), and may be reached at (800) 526-7234.
- **Workforce Recruitment Program for College Students with Disabilities (WRP).** This is a source of candidates for Federal employment opportunities jointly managed by the PCEPD and the Department of Defense. The program helps connect public and private sector employers nationwide with highly motivated post-secondary students and recent graduates with disabilities. The WRP seeks to: (1) provide college students with disabilities the opportunity to obtain summer employment that may lead to permanent employment in the Federal or private sector; and (2) break down attitudinal barriers held by employers and co-workers by demonstrating that people with disabilities can work successfully in a variety of jobs.
- **Project ABLE (Able Beneficiaries' Link to Employers).** This is a national resume bank that provides employers an easily accessible applicant pool of qualified job-ready individuals. The resume bank operates through the joint efforts of OPM, Social Security Administration (SSA), Rehabilitation Services Administration, Department of Veterans Affairs (VA), and state Vocational Rehabilitation (VR) agencies. The goal is to provide employers convenient access to quality human resources while providing training and employment services to eligible people with disabilities.
- **State Vocational Rehabilitation Agencies (SVRAs) and the U.S. Department of Veterans Affairs (VA).** They provide counseling, evaluation, training and other services to individuals with disabilities, including disabled veterans. Vocational Rehabilitation (VR) agencies can assist with information regarding accommodations, effective retention strategies, Americans with Disabilities Act (ADA) compliance, and sensitivity training for the bureaus. They can also play a critical role in certification of candidates for applicable Schedule A appointing authorities.
- **Rehabilitation Services Administration (RSA).** This agency provides Federal funds in support of the Projects with Industry (PWI) program, the Centers for Independent Living (CIL) program and the Migrant Seasonal Farm Workers (MSFW) program. Individuals receiving services from

these programs are not always clients of state Vocational Rehabilitation Services programs. Often times, through the provision of independent living services, individuals with severe disabilities can reach a level of employment. Bureaus can explore opportunities for outreach and collaboration with RSA-supported organizations, including rehabilitation programs for Native Americans, to develop additional recruiting resources to improve employment opportunities for persons with disabilities.

- **Department of Defense's Computer/Electronic Accommodations Program (CAP).** CAP provides an extensive resource directory to help accommodate individuals with disabilities.
- **Business Leadership Network (BLNN).** This organization directly addresses the need expressed by employers for accurate information about hiring job candidates with disabilities and for access to qualified applicants with disabilities.
- **Project EMPLOY.** This organization seeks to unlock the underutilized potential of individuals with cognitive disabilities and open doors of opportunity for them.
- **OPM web site (<http://www.opm.gov/disabilities>).** This web site provides the latest information on employment of people with disabilities in the Federal government, links to job listings, information on reasonable accommodation, health-related issues and other topics.